



STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
JANUARY 31, 2001

ATTENDEES:	Ron Welschmeyer, Chair	Gerry Wethington	Bill Perkins
	Jim Roggero	Jearl Reagan, I	Lew Davison
	Don Lloyd	Russell Helm	Mike Wankum
	Tim Dwyer	Lyndon Mote	Mary Willingham
	Gary Lyndaker	Dennis Bax	Jeff Falter
	Lanny Wingate	Rex Peterson	Gina Hodge
	Dave Schulte	Sheri Morice	Tom Stokes
	Paul Peterson	Debbie Wells	Gail Wekenborg
	Karen Boeger	Carl Medley, II	Bob Meinhardt
	Vic Buechter	Jim Weber	Steve Adams
	Rich Beckwith	Jan Grecian	

Ron Welschmeyer opened the meeting at 8:30 a.m. Introduction by attendees were presented.

PRESENTATION

1. Assistive Technology Update (Diane Golden)

Diane Golden gave a presentation regarding IT accessibility at the Federal Level and in Missouri. Section 508 requires federal government to procure, develop IT that is accessible to people with disability. Standards for accessibility were set. Missouri passed a statute 2 years ago like Section 508. It is different in the way that it give the authority for setting the accessibility standards with the CIO and the Assistive technology office.

Handouts were as follows: Subpart B contains states Technical Standards that IT should be interested in. Subpart part C Statues are on web if you would like to read.

Diane requests or suggested to review the information and provide her with suggestions.

Gerry added that we have two options in adopting the standards since there is no time frame as long as we can show progress. 1. We can do changes to state regulation. 2. As we go through the architecture effort when we look at the domain that we are identifying, incorporate the accessibility into the principles. We do not have to publish our intent to the adoption standards. Thoughts are to use the architecture and add in the assistive technology standards to the architecture standards.

Contact Diane with any questions or additional information.

Gerry asked Diane or someone in her area to attend and assist in upcoming meetings in regards to the domain that is being discussed. Diane stated that they would be happy to help in any way possible.

ACTION ITEMS

1. Approval of the December 20, 2000, Information Technology Advisory Board Meeting Minutes

Moved and approved.

GENERAL BUSINESS

1. Project Management Update (Tom Stokes)

Working with Tom Robbins at MOTEC to transition all enrollment and scheduling of classes through MOTEC. Tom will still be available to answer questions or concerns, but would like to transfer this portion of the training over to MOTEC. Attachment: New training schedule with two executive overview classes. Overview of who should attend, and resume of the person leading the training class, Brief description of PM course. Training program \$ has been cut in half with the new contract. Courses are more intense they are scheduled in 4 - 4.5 week sessions that build on each other. Exam can be given at end of course and reward a Missouri Project management certificate, but it will only pertain to the State positions. Would like ITAB to approve the Test at the end of the course, issue a Certificate for those that pass the test, and that be used by the State as a standard; with the understanding that if someone would like to attempt the PMP certification they can and it will be left up to the agency to decide if they would like to support that. Concerns were expressed on the capability to attend the classes since the course is so compact. Discussion was held as to if this would hamper the program. Evaluation will be given after the first course is held. The Question was raised as to how to handle the people that have taken the Boston PMP Class. Will they have to take the Test that is being given for the Missouri Certification? The recommendation is to Grandfather in the people that have completed the PMP with Boston to be Missouri Certified. Both the PMP and the Missouri Certificate would be acceptable to employees. If the employee has already obtained the PMP they do not have to have the Missouri Certification. If the employee does not pass the test, the trainer has them write a paper concerning what they have learned in the project course and assessment will go from there. Tom would like to put manual online so that everyone can have access to information pertaining to Project Management.

Is course pass/fail or graded? Tom will check to find out. Contract with this provider is for 1 year. If a new provider is awarded after the year is up, it will be a requirement of that new provider to supply the test for the Missouri certification. And test should be updated on a regular basis. Risk concerned with someone that can not get certified (fails test) it is up to the agency as to handle internally. Do we want to establish a certificate out of ITAB? Do we trust this test to be acceptable? Tom is going to get copy of exam for review and references and will check to see if the test for the Missouri Certificate be given to the Boston PMI to look over. A vote will take place at a later meeting as to the acceptance of the test and if we should form a Missouri Certificate for project management.

2. Prime Vendor Update (Carl Medley)

Lotus notes user group meeting was held on January 10. Identified 6 concerns outlined in a letter coming from Gerry's Office. The time line set is to reevaluating enterprise agreement and put together for next fiscal year. In the processes of holding agency meetings with IT, Fiscal, and Procurement managers to share information about the contract and discuss concerns. Let Carl know if your department has not been scheduled for the meeting and he will get something arranged. Carl has received all work order history from December and January in regards to contract calls, service calls, and time and material. There is room for improvement but feels that we are moving in the right direction. Having a meeting with WWT and new major manufacturer. Trying to streamline between WWT and this Manufacturer to improve service. Zilotec made presentation to Gerry, Carl and Karen on the Storage area network. They discussed a departmental solution and SDC solution. The solution that Zilotec offered was a very large scale solution that would fit with a Data Center type application. Most manufacturers offer a single vendor solution (IBM, Compact or Dell) server that improve storage area network using scheduling actions. As the need grows we will put together a bid for the larger type data center solution. Zilotec can not be purchased off the contract. Gerry suggested putting a group together to discuss outlines for Vendor contract and coordinate with Karen Boeger on needs and requirements.

Committee for assisting in Storage Area Network RFP: Gary Lyndecker will lead Committee. Anyone that is interested in joining the committee please contact Gary.

Jim Roggero complimented Mary & Carl for their work on the Lotus Notes Contract.

3. Internet/MOREnet Update (Tony Wening)

Slow down in the state in regard to internet access is not pertained to MOREnet. Connection are doing fine and not running greater than 50%. They will continue to try to identify where slow down may be. Working with Christy Clark (OA) to try to find choking points. Lanny getting comments on Internet access. IBM has been in to assess. Action is being taken to improve performance. Please contact Christy Clark for additional information on the URL.

4. Statewide Purchasing Update (Karen Boeger)
Handouts were as follows: New assignment listing, Project log and State wide contract listing. Cool contract very close to completion will continue to extend old contract. State wide training contract being worked on and should be awarded by the end of week February 9th. Statewide contract listing point of interest is the IBM contract C201007001 that has been related to the WISCA contract. Restrictions apply and Gerry will be getting out criteria. Friday March 9th is the cut off day for end of fiscal year.
5. Personnel Committee Update
Comments were received on the changes that were involved. Will be sending those to the committee for review.
6. MOTEK Update (Jill Hansen)
Costing effort to bring to ITAB for future funding was discussed and working on getting numbers together. Preparing to come to the March ITAB meeting with formal presentation. Facility working fine with good feed back.
7. Security Committee Update (Rex Peterson)
Has not met since November. Has a meeting set for late February. Gerry suggested that the Security committee look at other E-Gov initiative in other states and look at what they have done that is specific and unique around the E-Gov initiative. NASIRE has completed a survey of 10 states that are out front with architecture and security domain. Then may want to contact some states to find out what they are doing from a security perspective and from a privacy perspective. Washington, NC, Pennsylvania, California, Florida, and Kansas are well ahead of everyone else. Have committee collect information from what they develop to help us with the risk assessment.
8. State Data Center Steering Committee Update (Gail Wekenborg)
Disaster recovery program in process started January 30 and will end February 1. OA doing program via VPN to test. New RFP for recovery services is being done. Additional credit will be issued to departments and a letter will be going out regarding this.
9. HIPAA Update (Gary Lyndaker)
Met last week on January 23. About 12 people attended the meeting. The committee adopted a mission statement. Some states are appointing a statewide Hippa coordinator. Gary thinks that this is a good idea. Expected cost of HIPPA will greatly exceed the Y2K cost by 2-3 times even higher, will not apply to everyone, but please keep in mind. Will effect SDC because storing information on Mainframe, Gail with SDC is involved. Debbie Kolb with DSS is leading technical group to look at actual content of this impact. Please contact her with a Person as a contact for her. There is a MO chapter of SNIP for HIPPA. Meet in KC & St. Louis and agencies have people attending these meeting. Minutes are coming out this week from the last meeting. Gary asking for direction. Meeting again in 3 months. Gerry suggested that we need to have business and legal review before we begin research. Project of moving information is being lead by Debbie Kolb. Architecturally we need to bring two groups together to discuss issues and what principle standards. Gerry will talk Mr. Hartman about getting OA Legal, Governors Legal, and General Council to discuss how it will effect State agencies. Place the security issues that HIPPA is going to effect to the Security Committee. Time is crucial in the next few months to figure out where this could possibly end up.
10. Lotus Notes Update
Discussed by Carl in the Prime Vendor Update
11. Performance Measures Recommendation (Bill Perkins)
Bill gave a presentation on Performance Measures. Discussed Project Goals, Work to Date, Thoughts, Roadmap of things to address, The Data Sheet, Recommendations, Disadvantages, Advantages, To Move

forward. Handed out a Project size and complexity calculation form. Dave Schulte recommended instructions to have consistency when filling out the form.

Gary made a motion to accept the recommendation by the committee to accept form and concepts. Second by Dave Schulte and approved.

Lunch

12. CIO Update (Gerry Wethington)

- E-Government testimony and materials
Thank those in attendance. Gerry met with Marty Drewell and Steve Price on what type of material needed and what should and shouldn't be addressed. Then had a meeting with Economic Development to help bring someone in to help in putting together material for use. Marketing needed done internally and externally. Raise awareness about e-government amongst the Dept Directors and Deputy Directors. Marketing information provided was as follows:
 - ☒ Tri-fold of the e-government initiative and contact information
 - ☒ Document on Digital Government by NASIR (this is the #1 initiative for NASIR)
 - ☒ Spiral notebook of prototype of what we would expect the portal to look like after the first initiative
 - ☒ Presentation Foils
 - ☒ Summary of the States and testimonials from business community
 - ☒ Binder about E-Government initiative

Follow up meeting scheduled with Senators to discuss Project Management and Project oversight. Interested as to how we have done Project Management and Project Oversight and how we are going to manage this. Associated press wrote articles in JC Tribune with positive feedback. Getting good press out of the hearing. Everything was governor recommendation except the GIS. Gerry feels we will get most of the funding that we are asking for. Try to get copies of the binder for ITAB members. RFP will be published with the insight of the corporate world. Want to build table of content that concerns service, hardware need, software needs, etc. Wants to start process in the March time frame with contracts available around the 1st of October.

- E-Government plans
Need oversight committee put together with 15 +/- members. Need to put together as soon as possible. Corporate intities very interested in the E-government. Want to understand where we want to go. At next meeting would like to discuss where Gerry would like to go with E-government. Think about statues that we are bound by with respect to the services that we provide. Look within own environment and see what statues would be effected by e-government that will help. Open to reopening how e-government is funded. In the first year we need to show savings. How are we going to quantify savings? Need to discuss how we can be consistent.
- Architecture Progress and Plans
Thank you to everyone who gave staff to help with the committee. Making plans to do knowledge management & help desk as the next domain. Need to make a mutual place to collect knowledge base information to catalog and make available to the person who does not know government. Currently we have at least 3 help desk systems in the state. Group that is going to drive help desk need to do the knowledge management. Help desk and knowledge management will be the next domain focused on, then security, and then privacy. Need application development and modeling out of architecture group. We now have project driving the architecture, and we can be effective. Would expect to have domain finished in the next 3 weeks on the architecture management domain. IBM lined up to do knowledge management. When 1st domain is done will be published on the web site. Going to start making regular update to website. New domain will be added as move along and tweaking to current domains will be done.

- NGA Justice Initiative
Governor Wilson office named 12 individuals to produce integration plan for Justice. When put 18 to 24 month plan together, which get the legacy system documented, then they will bring a more broader group together to deal with a strategic plan . 6.6 million unappropriated funds of federal money for the current fiscal year for justice integration. National Justice integration program trying to be set up. We need strategic plan to as to what we want to do over the next 3 years. We need to be kept informed so we can work together.
- Thursday's at 10:00
Suspended program. Let Gerry know if you need to talk to someone. Will be on hold until some architecture is in place.
- State of State Report:
Completed. Going to print. Going to Senate , House, Governors office, Commissioners office, Deputy Directors, Directors. Coming out soon. If you have a success story with Project Management , Project Oversight, or Performance measures, please send to Gerry.
- Risk Assessment program for E-Government
Copy of risk assessment program. When we get appropriation we will not release fund unless you have project plans and unless you manage by those project plans. As we go forward and we know what appropriations are, make sure you have project plan in place.
- Performance measures
When we begin to talk about cataloging performance measure and how we execute on project plans, as soon as we start to quantify that and collect that we become subject to Sunshine Law decimation. Our performance is what it is, we need to post what has been done. We can show improvement and we continually improve on it. If we hold published results back – we send a message that we don't want you to know. Gerry suggestion is that we should put it out.

13. ITAB structure and charter (Bill Perkins)

At offsite last fall we wanted a committee to put structure together for ITAB.

Handouts were as follows:

Charter of reference

Organization chart

Outline of charter.

Members of committee includes: Bill, Ron, Gerry, Jearl, and Jim Roggero

Bill explained attachments and asked if this is the direction you want us to go?

Suggestions given to committee members and will be discussed at the next committee meeting.

If other concerns or ideas come up, please e-mail Bill with information. Will bring back a formal proposal at the next ITAB meeting.

REPORT OF PLANNED/ACTIVE BIDS

OPEN DISCUSSION

Would still like to look at Sharing of information of things like Help Desk, Services, Network, Disaster Recovery plans. Like to focus on specific items as well.

Maybe use a all day meeting to discuss some topics. Everyone put together information on topics and have open forum.

REVIEW OF ACTION ITEMS

- Tom Stokes is to find out if the test given in the PMP Class is pass/fail or graded. Tom is to get a copy of the test to be given and see if Boston PMI would look over.

- Anyone that is interested in joining the committee for Storage Area Network needs to contact Gary Lyndecker.
- Gerry is to check restrictions criteria on the IBM contact in regards to WISCA.
- Debbie Kolb with DSS is leading a technical group on HIPPA. Please contact her with a Person as a contact for her.
- Gerry is to talk to Mr. Hartman about getting OA Legal, Governors Legal, and General Council to discuss how HIPPA will effect State Agencies.
- ITAB need to think about statues that we are bound by with respect to the services that we provide.
- If you have a success story with Project Management, Project Oversight, or Performance measures, please let Gerry know.
- Gerry is to find out how the Information Technology Transition Update are going to be distributed.
- Bill is to take suggestion on the ITAB structure and charter back to the committee and come back with updates or changes.

NEXT MEETING

1. The next ITAB Meeting is scheduled for **Wednesday, February 28, 2001**, at 8:30 a.m. at the Interpretive Center of the Kirkpatrick State Information Center.

RW/sm

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Representatives of the news media may obtain copies of this notice by contacting:

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